University of North Texas at Dallas
Fall 2016
Syllabus

Introduction to Industrial/Organizational Psychology • PSYC 3520-001 • 3 hrs.

Department of	Sociology & Psychology	**School of**	Liberal Arts & Sciences

Instructor Name:	Elizabeth Casa de Calvo, M.A.
Office Location:	University of North Texas at Dallas 7400 University Hills Blvd., DAL2 257 Dallas, TX 75241-4605
Office Phone:	(469) 530-0405
Email Address:	Elizabeth.Casadecalvo@untdallas.edu

Virtual Office Hours:	I am available online most days from 9 am to 9 pm, by email or phone. If you get my voicemail I will return your call within 24 hours. If you send an email I will respond within 24 hours on weekdays and within 48 hours on weekends. I will make myself available to meet in person, individually, or as a group whenever a need arises. <u>Note</u>: All written communication will be delivered via e-mail or Blackboard.

Classroom Location:	Founders Hall 212
Class Meeting Days & Times:	Monday/Wednesday 8:30 a.m. - 9:50 a.m.

Course Catalog Description:	"Personnel and organizational psychology; selection and testing procedures, test validation, and theories of organization, leadership, and job performance."

Prerequisites:	General Psychology
Required Text:	Levy, P. E. (2013). Industrial/Organizational Psychology: Understanding the Workplace (4th edition). New York: Worth Publishers. ISBN: 978-1-4292-4229-5 • Note: You are responsible for completing the readings for the day they are assigned and come to class prepared to discuss them.

Access to Learning Resources:	UNT Dallas Library:
	    phone: (972) 780-3625;
	    web: http://www.unt.edu/unt-dallas/library.htm
	UNT Dallas Bookstore:
	    phone: (972) 780-3652;
	    e-mail: 1012mgr@fheg.follett.com

Course Goals or Overview:

1	Increase learners' knowledge regarding the important research findings in industrial/organizational psychology, for the purpose of enhancement of learners' general knowledge base within the field of psychology as a whole.
2	Communicate the research methods employed by industrial/organizational psychologists, and the ability of those methods to properly evaluate evidence. More specifically, this course will illustrate the manner in which industrial/organizational psychologists approach questions about work behavior -- from developing theories, to generating hypotheses, to designing experiments, to analyzing results.
3	Afford learners the opportunity to practice and apply their knowledge of I/O principles through the completion of the Organizational Intervention Project (see below).
4	Develop learners' written/oral communication and critical thinking skills within the major research/ theoretical contexts of industrial/organizational psychology.

Learning Objectives/Outcomes: At the end of this course, students will be able to:

1	Know, understand, and apply principles, concepts, and major perspectives on I/O psychology.
2	Know, understand, and analyze the scientific method and research results in I/O psychology.
3	Exchange ideas effectively via oral/verbal communication with peers.
4	Exchange ideas effectively via written communication.
5	Demonstrate critical thinking skills.
6	Revise multiple drafts of a group presentation based on instructor feedback.
7	Apply Humanistic principles to group-centered, intellectual exchanges and tasks.

COURSE OUTLINE

CHAPTER 1	I/O Psychology: Then and Now
CHAPTER 2	Research Methods in I/O Psychology
CHAPTER 3	Job Analysis
CHAPTER 4	Criterion Measurement
CHAPTER 5	Performance Appraisal
CHAPTER 6	Predictors
CHAPTER 7	Selection Decisions and Personnel Law
CHAPTER 8	Training and Development
CHAPTER 9	Motivation
CHAPTER 10	Job Attitudes: Antecedents and Consequences
CHAPTER 11	Stress and Worker Well-Being
CHAPTER 12	Group Processes and Work Teams
CHAPTER 13	Leadership
CHAPTER 14	Organizational Theory and Development

COURSE SCHEDULE

Assignments are due by 11:59 pm of the assigned date, and should be submitted via Blackboard. The schedule is subject to change, as necessary. Any changes to this schedule will be communicated via email or Blackboard announcement. Additional readings and activities may be added, these will be noted in the Activities/Assignments sections of the designated weekly folder.

Weekly Topics	Mon	Wed
Week 1	Aug. 22	Aug. 24
Introduction to Course and I/O Psychology (ch 1)	Discuss Chapter 1 Assign Discussion Leaders	Discuss Chapter 1 Discussion Leader 1
Week 2	Aug. 29	Aug. 31
Research Methods in I/O Psychology (ch 2)	Discuss Chapter 2 Discussion Leader 2	Discuss Chapter 2 Discussion Leader 3
Week 3	Sept. 5	Sept. 7
Job Analysis and Evaluation (ch 3)	*Labor Day - No Class!*	Discuss Chapter 3 Discussion Leader 4 * *Last Day to Drop a Class without a W*
Week 4	Sept. 12	Sept. 14
Job Analysis and Evaluation (ch 3)	Discuss Chapter 3 Discussion Leader 5	**Exam 1** (due by midnight via Blackboard**)**
Week 5	Sept. 19	Sept. 21
Employee Selection: Recruitment and Interviewing (ch 7) Employee Selection: References and Testing (ch 7)	Discuss Chapter 7 Discussion Leader 6	Discuss Chapter 7 Discussion Leader 7
Week 6	Sept. 26	Sept. 28
Personnel Decisions (ch 6)	Discuss Chapter 6 Discussion Leader 8	Discuss Chapter 6 Discussion Leader 9
Week 7	Oct. 3	Oct. 5
Evaluating Employee Performance (ch 5)	Discuss Chapter 5 Discussion Leader 10	Discuss Chapter 5 Discussion Leader 11
Week 8	Oct. 10	Oct. 12
Organizational Learning (ch 8)	Discuss Chapter 8 Discussion Leader 12	**Exam 2** (due by midnight via Blackboard**)**
Week 9	Oct. 17	Oct. 19
Organizational Learning (ch 8) Employee Motivation (ch 9)	Discuss Chapter 8 Discussion Leader 13	Discuss Chapter 9 Discussion Leader 14
Week 10	Oct. 24	Oct. 26
Employee Motivation (ch 9)	Discuss Chapter 9 Discussion Leader 15	* *Attending a Conference - No Class!*
Week 11	Oct. 31	Nov. 2

Employee Satisfaction (ch 10)	Discuss Chapter 10 Discussion Leader 16	Discuss Chapter 10 Discussion Leader 17
Week 12	Nov. 7	Nov. 9
Leadership (ch 13)	Discuss Chapter 13 Discussion Leader 18	Discuss Chapter 13 Discussion Leader 19
Week 13	Nov. 14	Nov. 16
Group Behavior, Teams, and Conflict (ch 12)	Discuss Chapter 12 Discussion Leader 20	Discuss Chapter 12 Discussion Leader 21
Week 14	Nov. 21	Nov. 23
Organizational Development (ch 14)	Discuss Chapter 14 Discussion Leader 22	Discuss Chapter 14 Discussion Leader 23
Week 15	Nov. 28	Nov. 30
Stress Management (ch 11)	Discuss Chapter 11 Discussion Leader 24	**Exam 3** (due by midnight via Blackboard)
Week 16	Dec. 5	Dec. 7
	Final Paper (due by midnight via Blackboard) ** Last Day of Classes*	

GRADES

It will be your responsibility to monitor the progress of your course grade by using the grading table provided below. Your individual grade for each assignment will be provided via Blackboard. Please feel free to contact me should you have any questions about how to calculate your grade. You can use the table provided to track points you've earned for each assignment. If you have concerns regarding your grade at any point, please contact me as soon as it arises. Also, it is your responsibility to contact me as soon as possible if you are having difficulty understanding the course material or requirements.

ASSIGNMENTS	TOTAL POINTS	YOUR POINTS
Exam 1	200	
Exam 2	200	
Exam 3	200	
Research Paper	200	
Class Discussion Lead	130	
In-Class Participation	70	
TOTAL:	1000	

GRADE SCALE

Final grades will be determined as follows:

PERCENTAGE	POINT SCALE
A = 90% and above	A = 900 - 1000 points
B = 80 to 89.9%	B = 800 - 899 points
C = 70 to 79.9%	C = 700 - 799 points
D = 60 to 69.9%	D = 600 - 699 points
F = 59.9% or below	F = 0 - 599 points

University Policies and Procedures

Students with Disabilities (ADA Compliance):

Chapter 7(7.004) Disability Accommodations for Students

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at http://www.untdallas.edu/disability. You may also contact them by phone at 972-338-1777; by email at UNTDdisability@untdallas.edu or at Building 2, room 204.

Blackboard Learn Accessibility Statement:
University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. Blackboard Learn course management system's accessibility statement is also provided: http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx

NOTE: Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

Student Evaluation of Teaching Effectiveness Policy:

Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

Assignment Policy:

All assignments will be administered via Blackboard. For additional information on final grade percentages and calculations, please see the grade table provided within the syllabus.

In-Class Participation: Students will be frequently asked to participate in miscellaneous in-class assignments (e.g., group discussions, brief writing summaries, etc.) that will be described, detailed, and collected during class. Students will receive points for completing these assignments, and they cannot be made up if one misses class. These activities will require critical thinking or applications of course topics and will be used to start the class

discussion. The purpose of class participation is to aid in processing material, to promote class discussion, and to emphasize the practical applications of some of the concepts learned in class materials and in your readings. Students will NOT be able to make up participation points.

Leading Class Discussions: To facilitate discussion and understanding of the material, you will be expected to lead/ facilitate class discussion over the course of the semester. Discussion leaders should not focus on summarizing an entire chapter/reading; rather, discussion leaders should focus on describing the aspects of the reading that they found particularly relevant or interesting, and should strive to relate the material to their own lives, to other material they have learned in their other courses, and/or to the field of Psychology in general. Discussion leaders should also generate questions and/or activities that will stimulate discussion/participation among the other students. You are required to have led discussion at least once before the end of the semester.

Research Paper: Students will be required to write a 3-5 page (not including title page and reference pages), essay-style paper using scientific journal articles/books examining a current trend in the field of I/O Psychology. Students should demonstrate an exceptional understanding of discussed I/O principles, and use original articles/ sources in order to provide facts not identified in the text, lecture, or during in-class discussions. The paper should be formatted using current APA conventions (e.g., double-spaced, one-inch margins all around, black ink, 12-point Times New Roman font, etc.; please see supplemental materials for examples), and should cite a minimum of 3 primary source references found in databases like PsyINFO (you cannot cite or use our text and web references will need to be approved). Remember, this number represents a minimum number of sources – you may use more than 3 sources in order to add depth to your paper. This assignment is graded on the quality and depth of both the writing and the information provided (see grading criterion below). Additional instructions and supplemental materials will be provided via blackboard.

Make-Up Assignments: No make-up activities are allowed without proper documentation (e.g., doctor's note, automobile accident report, funeral announcement, etc.). Additionally, make-ups will not be allowed until your documentation has been verified, which means that documentation must provide a contact name and number. Exceptions will be made for legitimate emergencies at the instructor's discretion (e.g., illness, death in the family), but only if you contact me immediately. Computer problems, like crashes or lost/corrupted files, are not acceptable emergencies. Be sure to make back-up files of your work. Legitimate make-up work will only be allowed within one week of the missed assignment. If arrangements are not made in a timely manner, I will need documentation (e.g., hospital notice, etc.) explaining the delay. Otherwise, make-ups will not be allowed beyond one week. Since participation must involve classmates, missed participation cannot be made up once a week has ended.

Exam Policy:

We will have three exams throughout the duration of the course. Assessments are designed to test your knowledge of assigned readings. Exams will cover material from the texts, assigned readings, lectures, and class discussions, and will typically consist of multiple choice, short answer, and/or essay questions. Each assessment will be administered via Blackboard. Assessment details (availability and due dates) will be provided in the syllabus calendar and in Blackboard.

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at http://www.untdallas.edu/sites/default/files/page_level2/pdf/policy/7.002%20Code%20of %20Academic_Integrity.pdf for complete provisions of this code.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

Web-based Plagiarism Detection: Please be aware in some online or hybrid courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

Classroom Policies

1. Since discussion is an essential part of this course, please come to class prepared and on time.
2. Please turn off your cell phones and pagers.
3. Do not come into class late or leave early.
4. You are responsible for tracking your own grade progress (see course requirements and grading scheme to help you keep track of available points). If you have questions about your grade come to office hours, make an appointment, or contact me via email. Please do not make specific inquiries about your grade in class.
5. No late work will be accepted unless you have a valid, documented excuse (documented illness or death in the family). If you miss an assignment and you have a valid, documented excuse, notify me as soon as possible via phone or email so we can arrange a reasonable time for you to make up the missed assignment.
6. All work must be turned in during class. I will not accept emailed work unless you have a valid, documented excuse.

Attendance and Participation Policy

The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible for notifying the instructor if they will be missing class, and they must share their reason for missing class. Students are also responsible for making up any work covered in class. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes if class is missed.

To get the most out of this class your attendance is required.
- An attendance sign in sheet will be circulated at the beginning of each class. Sign your name in the sheet to document your attendance. Failure to sign the sheet will be considered an absence.
- Students are expected to attend all scheduled meetings of this class. Students are also expected to be on time for all scheduled class meetings. Students who come to class late will be counted as absent. **After 3 absences, 5 overall points will be deducted for every class period missed**.
- If you have a documented excuse for your absence let me know as soon as possible and bring it to class. A valid, documented excuse consists of a doctor's note documenting your illness or death in the family.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.

Technology Requirements:

In order to successfully access the course materials, UNT Dallas advises that your computer be equipped with the minimum system requirements. Blackboard Learn 9.1 is the platform software for this course. Blackboard Learn supports major web browsers such as Windows Internet Explorer, Apple Safari, Mozilla Firefox, and Google Chrome. However, since the latter two are updated continually, some recent versions may not be compatible. If you experience difficulty accessing or using components of the course, try using Internet Explorer. Also, no matter what browser you use, always enable pop-ups. For more information see:

- http://www.untdallas.edu/dlit/ecampus/requirements
- https://help.blackboard.com/en-us/Learn/9.1_SP_12_and_SP_13/Student/040_Browser_Support_for_SP_13
- https://learn.unt.edu/bbcswebdav/institution/BrowserCheck/check_full.html